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Air Resources Board

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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: April 2, 2002

SUBJECT: SAFETY MEETING IDEAS – APRIL 2002

Suggested issues to discuss during your next meeting are:

1. Earthquake Preparedness Month

The Governor has proclaimed April as "Earthquake Preparedness Month." Are you ready if an earthquake should strike? Please read the attached document prepared by the Office of Emergency Services explaining how to Duck, Cover, and Hold. It could save your life! Visit the OES website (www.oes.ca.gov) for more information to help you prepare your home, your children, your pets, etc.

2. Drive Safely

Those who drive for a living would be the first to agree it can be mighty dangerous out there on California's crowded roads. Although according to State Compensation Insurance Fund, the common factors of inexperience, recklessness, and aggressive driving contribute to many vehicle accidents, it doesn't explain why so many professional drivers get into accidents. A driver may be trained, experienced, and competent behind the wheel, but the very flood of vehicles competing for space on the roads today presents added danger to all drivers. Even the very best drivers must learn to operate their vehicles with life-saving EXTRAS.

Drivers should take extra care of their vehicles' maintenance by keeping them in good operating condition. Before getting behind the wheel, do a simple walk around the vehicle to insure that tires are properly inflated and have good tread, check that lights are clear and working, and see that windshields are clean and wipers blades are sharp. This is especially important for those of us using rental vehicles

Once inside the vehicle, drivers should take the extra time to check the gas gage, adjust the mirrors, seat, and seatbelt to a comfortable position and, if it's an

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

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unfamiliar vehicle, locate the lights, brakes, and wipers. Horns, flasher lights, and other warning devices are not just accessories but vital parts of the extra safety built into any vehicle, so make sure they operate properly.

On the roadways, be extra careful by driving defensively. Following the rules of the road can help you concentrate on what you should be doing...driving. Stay out of the other vehicle's blind spot and avoid tailgating. Instead, keep a safe distance from other drivers by maintaining that extra safety cushion of driving space between your vehicle and those around you. As an extra precaution, know the condition of the weather and road and drive only as fast as those conditions allow.

Be extra cautious by staying alert and expecting the unexpected. Watch out for and anticipate other drivers, pedestrians or children on or near the road. Safe drivers scan constantly for hazards, predicting how they may be affected by a hazard and pre-determining how to avoid or reduce them.

The ever-changing variable of the road and other vehicles can make drivers instantly vulnerable to accidents. If drivers don't practice these life-saving extras on the road, they might personally discover why vehicle deaths and serious injuries now total more than all the wartime wounded and fatalities since 1776.

3. Safety Matters

Please read through the attached "Safety Matters" to learn how you can avoid unsafe practices in an office setting.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.